



# CITY OF HOUSTON

## Job Posting

	AP
1	<b>Applications accepted from:</b> ALL PERSONS INTERESTED
2	<b>Job Classification</b> ADMINISTRATIVE AIDE
3	<b>Posting Number</b> PN# 111059
4	<b>Department</b> Department of Public Works & Engineering
5	<b>Division</b> Public Utilities Division
6	<b>Section</b> Water Production Branch
7	<b>Reporting Location</b> 611 Walker*
8	<b>Workdays &amp; Hours</b> M - F, 7:30 a.m. – 4:30 p.m.*
	*Subject to change
9	<b>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</b> Compiles and processes data to maintain routine reports, tabulates and prepares periodic reports. Establishes and maintains assigned records. Types, proofreads and edits correspondence, reports requisitions, etc. Resolves questions; refers questions with policy and procedure implications to supervisor. Organizes and maintains various files. Operates photocopier and various other office equipment, answers telephones and sorts mail. Performs basic personal computer or CRT duties. Assist with special projects as requested.
10	<b>WORKING CONDITIONS</b> The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or book (up to 20 pounds or an equivalent weight) may be required. There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.
11	<b>MINIMUM EDUCATIONAL REQUIREMENTS</b> Basic knowledge of grammar, spelling, punctuation and simple mathematical functions like percentages, ratios, etc. as might normally be acquired through attainment of a high school diploma or a GED.
12	<b>MINIMUM EXPERIENCE REQUIREMENTS</b> Two (2) years of clerical or administrative experience are required.
13	<b>MINIMUM LICENSE REQUIREMENTS</b> A valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP 2-2).
14	<b>PREFERENCES</b> None
15	<b>SELECTION/SKILLS TESTS REQUIRED</b> None However, the Department may administer a skill assessment evaluation.
16	<b>SAFETY IMPACT POSITION</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.
17	<b>SALARY INFORMATION</b> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:  <div>Salary Range - Pay Grade 10 \$723 - \$1,004 Bi-Weekly      \$18,798 – \$26,104</div>
18	<b>OPENING DATE</b> June 14, 2006
19	<b>CLOSING DATE</b> June 20, 2006
20	<b>APPLICATION PROCEDURES</b> Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1 <sup>st</sup> Floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquires, please call (713) 837-0871. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.  An equal opportunity employer